



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

T. L. Winder, Treasurer  
FPL PAC, Florida Power & Light Co.  
Employees' Political Action Committee  
700 Universe Boulevard  
Juno Beach, FL 33408

JUN 28 2000

Identification Number: C00064774

Reference: April Monthly Report (3/1/00-3/31/00)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Please amend Schedule B supporting Line 23 by providing the congressional district, if applicable, for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Dominick Ciaraldi  
Reports Analyst  
Reports Analysis Division

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity. The document also highlights the need for regular reconciliation of accounts to identify any discrepancies early on.

Next, the document covers the process of budgeting and forecasting. It explains how a well-defined budget can help in controlling costs and maximizing profits. The importance of reviewing the budget regularly is stressed, as it allows for adjustments to be made in response to changing market conditions or internal needs. Forecasting is also discussed as a key tool for planning future operations and identifying potential risks.

The document then delves into the topic of tax management. It provides an overview of the various tax obligations that a business may have and offers practical advice on how to minimize the tax burden. This includes keeping up to date with tax laws, claiming all available deductions and credits, and ensuring that all tax returns are filed on time. The document also touches upon the importance of maintaining proper documentation for all tax-related transactions.

Finally, the document concludes with a summary of the key points discussed. It reiterates the importance of accurate record-keeping, effective budgeting, and proactive tax management. The document serves as a comprehensive guide for anyone looking to improve their financial management practices and ensure the long-term success of their business.